



**U.S. Consulate Recife
Management Notice
Nº: 07/2011
Date: April/19/2011**

To: ALL STAFF
From: MGT – JAMES BREDECK
Subject: POSITION VACANCY – MAINTENANCE FOREMAN

OPEN TO: All Interested Candidates/All Sources

POSITION: Maintenance Foreman, FSN-7; FP-7 (To be confirmed by Washington)

OPENING DATE: Tuesday, April 19, 2011

CLOSING DATE: Tuesday, May 03, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): R\$ 44.316,00 p.a.
(Starting salary) - (Position Grade: FSN-7)*

**Not-Ordinarily Resident (NOR): US\$ 39,994.00 p.a.
(Starting salary) - (Position Grade: FP-7)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U. S. Consulate Recife is seeking an individual for the position of **Maintenance Foreman**.

BASIC FUNCTION OF THE POSITION

Working foreman responsible for supervision and scheduling of electrical, mechanical, plumbing, carpentry, painting, gardening and janitorial services and preventative maintenance of equipment for the Consulate in Recife. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (81) 3416-3061.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school and Certification of technical training as a professional electrician through SENAI or SENAC are required.

EXPERIENCE: Demonstrated progressive experience at the full journeyman level as an electrician and general background in building systems required. A minimum of 6 months experience as a supervisor is also required.

LANGUAGE: Level III (Good Working Knowledge) in both written and spoken Portuguese is required. Incumbent must be familiar with specialized vocabulary associated with routine maintenance and repair work (tools, materials, preventative maintenance, safety hazards etc.);
Level II (Limited Knowledge) in both written and spoken English is required. Incumbent must be able to read and reply to simple emails and to call customers on the telephone and coordinate service visits. *Language proficiency will be tested.*

KNOWLEDGE: Must have skilled knowledge of established practices and procedures of the electrical, mechanical, plumbing and buildings trades. Knowledge of maintenance systems, electrical/mechanical installations and repair procedures, electrical diagnostic equipment, unit conversion, and safety regulations and practices. Must be able to perform routine work orders and evaluate work of others to ensure quality and safety standards are met.

SKILLS AND ABILITIES: Ability to perform duties of the trade including trouble shooting electrical circuitry, controllers, pumps and timers and other electrical apparatus. Ability to install conduit electrical boxes, controllers circuits, feeders, work on switchgear. Ability to use tools of the trade including megohmmeters, thermal scanners, meggers to measure insulation values for possible grounding. Ability to work off heights and climb ladders up to 40 feet. Demonstrated leadership skills in foreman capacity supervising tradesmen performing mechanical, plumbing, and electrical, carpentry, landscaping or janitorial work. Ability to communicate with contractors and/or specialists in other trades determining scope of work on small projects. Ability to prioritize and exercise sound judgment. Ability to follow instructions and request additional information or clarification as needed.. Typing Level I (15-29wpm). Basic user's ability on Microsoft Office, Microsoft Outlook and Internet. Must have a category B driver's license. *Some of these skills will be tested.*

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, continuity and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade

- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: correapg@state.gov with vacancy title

POINT OF CONTACT

Human Resources Office

Patricia Correa

Address: Rua Gonçalves Maia, 163. Boa Vista. Recife-PE CEP: 50070-060

Telephone: (81) 3416-3061

Fax: (81) 3231-1906

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Tuesday, May 03, 2011

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DRAFTED BY HR: P. Corrêa
CLEARED BY MO: J. BREDECK

APPROVED BY PO: C. DEL CORSO

TRADUÇÃO LIVRE:

CARGO: **ENCARREGADO DE MANUTENÇÃO**

O Consulado dos Estados Unidos em Recife procura um profissional para o cargo de Encarregado de Manutenção para trabalhar no departamento de manutenção do Consulado dos Estados Unidos da América em Recife.

Início de recebimento de currículos: Terça-feira, 19 de abril de 2011
Último dia para receber currículos: Terça-feira, 03 de maio de 2011
Data prevista para admissão: Imediatamente após o processo de seleção
Jornada de trabalho: Período integral, 40 horas semanais
Grade salarial: FSN-7 R\$44.316,00 p.a.
FP-7 US\$39,994.00 p.a.

DESCRIÇÃO FUNCIONAL RESUMIDA

O titular é responsável tanto pela supervisão e agendamento de serviços elétricos, mecânicos, hidráulicos, de carpintaria, de pintura, jardinagem e de limpeza como pela manutenção preventiva dos equipamentos do Consulado em Recife.

REQUISITOS BÁSICOS PRINCIPAIS

Educação: 2º Grau completo e Certificado de Eletricista Profissional obtido através do SENAI/SENAC.

Experiência Profissional: Experiência comprovada como eletricista predial ou industrial, incluindo também um mínimo de 6 meses de experiência como supervisor.

Idiomas: Nível 3 (Bom conhecimento específico) tanto escrito como falado em Português. O candidato deve estar familiarizado com o vocabulário específico associado a manutenção rotineira e corretiva (ferramentas, materiais, manutenção preventiva, riscos à segurança, etc.);
Nível 2 (Conhecimento limitado) tanto escrito como falado em Inglês. O candidato deve estar apto a ler e responder simples e-mails e falar com clientes ao telefone para agendar visitas. *Idiomas serão testados.*

Conhecimentos: O candidato deve possuir conhecimento de práticas e procedimentos usuais nas áreas de elétrica, mecânica, hidráulica e construções. Conhecimento de manutenção predial, instalações elétricas/mecânicas e procedimentos de reparos e consertos, equipamentos de diagnóstico elétrico, conversão de unidades, práticas e regulamentos de segurança no trabalho. Deve estar apto a executar ordens de serviço rotineiras e a avaliar o trabalho executado por outros certificando-se de que padrões de qualidade e segurança sejam cumpridos.

Aptidões e habilidades: O candidato deve ter ter habilidade para desempenhar tarefas relacionadas a manutenção predial, incluindo solução de problemas com circuitos elétricos, controladores, bombas d'água, temporizadores e outros aparatos elétricos. Habilidade para instalar eletrodutos, quadros e caixas de passagem, circuitos de controle, alimentadores e painéis elétricos. Habilidade para usar ferramentas de construção incluindo megômetros, scanners térmicos, equipamentos para medir valores de resistência em aterramentos ou fundações. Habilidade para trabalhar em alturas e subir escadas de até 12 metros de comprimento. Capacidade de exercer liderança na supervisão de uma equipe que trabalha nas áreas de mecânica, hidráulica, elétrica, carpintaria e limpeza. Habilidade em organizar e agendar trabalhos e pequenos projetos com empresas terceirizadas e especialistas. Habilidade tanto em julgar e determinar prioridades como também em seguir instruções e solicitar informações adicionais ou clarificações quando necessário. Habilidade para digitar 15 a 29 palavras por minuto (nível I). Habilidade para usar Microsoft Office, Microsoft Outlook e Internet. **Carteira de Habilitação "B" válida para dirigir no Brasil é requisito obrigatório.** *Algumas destas habilidades serão testadas.*

Interessados devem enviar currículo para:

Departamento de Recursos Humanos

Em atenção de Patrícia Corrêa

Endereço: Rua Gonçalves Maia, 163. Boa Vista. Recife-PE CEP: 50070-060

Email: correapg@state.gov com o título Encarregado de Manutenção

PRAZO PARA O RECEBIMENTO DE CURRÍCULOS:

Terça-feira , 03 de maio de 2011